|  |  |
| --- | --- |
| **Audio** | is used to insert a sound clip into a slide. |
| **Auto-Fit** | adjusts the line spacing and font size of the text to accommodate the amount of text entered in the text box. |
| **Backstage View** | enables a user to manage files and data about files, and find frequently used features for managing PowerPoint presentation files |
| **Backstage View** | A view that replaces the Microsoft Office Button that appeared in PowerPoint 2007. |
| **Bullet Point** | An item in a list in which each list entry is preceded by a symbol, rather than by a number. |
| **Clipboard** | temporary storage location for text or other objects are stored when you cut or copy them. |
| **Close** | quit the current presentation on screen but leave the PowerPoint 2010 program open |
| **Contextual Tab** | A tab containing groups of buttons that represent commands for customizing and formatting the selected object. |
| **Exit** | quit the current presentation on screen and quit the PowerPoint 2010 program |
| **Gallery** | A set of thumbnails that show visually the effect of each option. |
| **Graphic** | a picture, shape, design, graph, chart, or diagram inserted into a slide |
| **Graphic** | Any image—such as a picture, photograph, drawing, illustration, or shape—that can be placed as an object on a page. |
| **Group** | A set of buttons on a tab that all relate to the same type of object or task. |
| **Handouts** | print setting enables multiple slides to be printed on one page |
| **Normal View** | View ribbon, which presentation view enables a user to view one slide at a time in the Slide Pane |
| **Notes** | an area for saving reminders to help a presenter during a presentation |
| **Notes Page** | view helps you view the notes in full-page format |
| ***Notes Pane*** | While delivering your presentation, you might want to refer to extra information, supporting images, pointers, or examples to make your presentation more interesting and useful. You can create notes for each slide in the Notes pane located below the Slide pane. Later, you can print your notes and refer to them when you give your presentation. |
| ***Outline Tab*** | The Outline tab shows the text on the slides in outline form. Using the Outline tab, you can easily move slides and text. |
| **Placeholde**r | the predefined area inside a slide where text may be entered |
| **Quick Access Toolbar** | A toolbar located in the upper-left corner of the program window, which displays the Save, Undo, and Repeat buttons by default but can be customized to include any command. |
| **Reading View** | helps you review a presentation in a window by using simple controls. |
| **Review Tab** | Ribbon in PowerPoint 2010 contains the command to check spelling on a slide |
| **Ribbon** | An area at the top of the PowerPoint 2010 window where almost all the capabilities of PowerPoint are available to help you use the application efficiently. |
| **Save As** | save a new presentation with a new name |
| **Slide Pane** | pane shows the current slide as it will appear during the slide show |
| ***Slide Pane*** | Use the Slide pane to see the selected slide as it appears in the presentation. Using this pane, you can add content, graphics, animations, sounds, and charts on the selected slide. |
| **Slide Sorter** | view to view the thumbnail images of all slides in a presentation |
| ***Slides Tab*** | The Slides tab displays thumbnail images of all the slides in the active presentation. Using the Slides tab, you can easily navigate through the presentation and rearrange, insert, or delete slides. |
| **Status Bar** | the area that contains the zoom control and PowerPoint view buttons |
| **Title Bar** | window contains the Quick Access Toolbar, filename, and Window control buttons |